



Applicant Information – LLNL Master Vendor Contract

IAP Worldwide Services, Inc. is a premier government contractor providing a broad spectrum of services focused on global mission support for the federal market. We specialize in three top-tier lines of business: contingency, logistics and procurement support; facility maintenance/base operations; and technical services.

At IAP, we partner with our customers to develop cost-effective, high quality results that ensure mission success. Through many years of consistent and dedicated delivery of goods and services in more than 50 international, locations our team of world class professionals has earned an outstanding reputation for customer satisfaction by continually exceeding customer expectations.

Benefits Provided to Extended Term Employees

ELIGIBILITY MEDICAL FOR BENEFITS

Extended term employees are eligible for all benefits. Extended Term Part-Time employees will accrue vacation, sick and holidays on a pro-rated basis. To be eligible as a part-time employee, you must work a minimum of 24 hours per week. Short-Term Non-Exempt employees will be paid \$2.87 in lieu of benefits and are eligible for pro-rated holidays, and pro-rated vacation after (1) one year of service.

MEDICAL INSURANCE

Kaiser Permanente HMO (w/ Kaiser Vision)
CoreSource EPO and PPO

TriCare Military Supplement
Blue Shield/Blue Cross PPO

DENTAL INSURANCE

A comprehensive dental plan for you and your family at no premium cost to you.

VISION – VISION SERVICE PLAN (VSP)

Covers eye exams, prescription eyeglasses, or contact lenses for you and your family. See plan for limits.

LIFE INSURANCE

The Company provides \$10,000 of coverage at no premium cost to you. If you desire additional coverage, you may purchase supplemental life insurance with coverage from one to four times your annual salary.

DEPENDENT LIFE INSURANCE

You can also choose to purchase coverage for your dependents (spouse and/or children).

ACCIDENTAL DEATH AND DISMEMBERMENT (AD&D)

The Company provides you with \$10,000 of basic AD&D coverage. If you desire additional coverage, you may purchase supplemental AD&D with coverage from 1 to 4 times your annual salary.

DISABILITY OPTIONS

Short Term Disability Insurance (under 180 days of disability) is provided in accordance with the State of California laws.

Long Term Disability (LTD) – The Company offers you two plans that replace income when you are unable to work due to a non-occupational illness or injury. You may choose the following coverage; 1) 40% of pre-disability earnings. This benefit is paid after 180 days of disability for up to five years OR 2) 60% of pre-disability earnings. This benefit is paid after 180 days of disability and generally until the age of 65.

FLEXIBLE SPENDING ACCOUNTS (FSA's)

As a member of the IAP team, you also have the opportunity to participate in Flexible Spending Accounts (FSA's) for Healthcare, Dependent Care, and/or Transportation Reimbursement. These accounts allow you to pay for certain types of expenses with pre-tax dollars. You can contribute a minimum of \$240 up to a maximum of \$5,000 annually into a Healthcare and/or Dependent Care Spending Account. The Transportation Reimbursement program allows you to elect to be reimbursed with your pre-tax dollars for Vanpooling and Mass Transit combined (max. \$100/mo) and/or Parking (max. \$195/mo).

Excluding Kaiser, the premium cost of coverage for the other health insurance plans will be 25% of the total premium. However, certain benefit plans can be paid for with pre-tax dollars. These include Medical, VSP, Supplemental Life, and Flexible Spending Accounts, which will be deducted from 24 of the 26 pay periods.

RETIREMENT SAVINGS 401(K) PLAN

Eligible employees may participate upon date of hire in the Retirement Savings 401(K) Plan, which is managed by Fidelity Investments. Employees will receive an automatic 10% Company contribution of their pay. Employees may choose to contribute on a pre-tax basis (up to 30% eligible salary, limit of \$14,000 annually) and on an after-tax basis (up to 20% eligible salary). The IRS maximum contribution is 50% of annual income or \$40,000, whichever is less. The Plan provides a choice of sixteen investment options. The Company pays all administrative fees. Highly compensated employees (\$90,000/year or more) must comply with IRS limits once classified as such. Any employee over the age of 50 may contribute in the form of a catch-up contribution up to \$4,000 over the pre-tax amount (\$18,000 pre-tax total).

VACATION

If you are hired to an extended term position, you will accrue vacation each pay period based upon your years of service. Part Time Extended Term employees receive vacation on a pro-rated basis. Should you terminate your employment, you will be paid for the amount of unused vacation you have accrued.

HOLIDAYS

Full Time Extended Term employees will receive paid time off for 12 holidays. Part Time employees receive Holiday pay on a pro-rated basis. The holidays observed will be those observed by the Lab.

SICK LEAVE

If you are hired on an extended term position, you will accrue paid time off at the rate of 3.70 hours each pay period. Part Time Extended Term employees receive sick leave on a pro-rated basis. SLP whose assignments are completed or have accepted a lab position without having utilized all accrued sick leave shall be paid for one-half of the remaining sick leave time as wages at the final rate of pay.

JURY DUTY – WITNESS DUTY

If you are hired as an extended term full time employee you are eligible for paid time off for jury duty up to eight hours per day, regardless if you are on an AWS schedule of more than eight hours per day. Witness duty pays a total of (8) eight hours in accordance with our policy.

TUITION ASSISTANCE

All full-time extended term employees are eligible to participate in the tuition assistance program after one year of employment. If you leave the company within one year of tuition reimbursement, you will be required to repay the company a pro-rated portion of the dollars paid.

BEREAVEMENT

Bereavement pay is available for Full Time Regular employees only up to 24 total hours for “immediate family members” in accordance with our policy.

TYPES OF EMPLOYEES:

Extended Term (6 months-2 years): “Regular” = 40 hrs/wk, w/medical benefits”
“Part-time” = 20-39 hrs/wk, w/medical benefits and pro-rated vacation, sick, and Holiday”

Short Term (up to 1000 hours/year): “Regular” = 40 hrs/wk, no benefits – cash in lieu”
“Part-time” = less than 40 hrs/wk, no benefits – cash in lieu

Exempt = Salaried

Non-exempt = Hourly, covered by SCA

Increases: Exempt – annually receive a 3.00% average increase
Non-exempt – determined by Department of Labor Wage Determination

CONTACT INFORMATION

Address:

IAP World Services, Inc.
7000 East Avenue, L-505
Livermore, CA 94550

Business Hours:

7:00 A.M. to 4:45 P.M. PST

Phone Number:

925-960-0369 (voicemail 24/hrs)